

Senior School Bookkeeper (Senior Financial Manager)

SALARY DETAILS

Minimum: \$42.55 Hourly

Maximum: \$52.02 Hourly

APPLICATION FILING DATES

June 1, 2026 - June 21, 2026

INFORMATION ABOUT LAUSD

We are LAUSD. We are at the forefront of innovation in public education, focused on a clear and inspiring vision of the future for all of our students as they venture forward on their journey as lifelong learners. Here, you will have the opportunity to exercise your potential in a role supporting the business of education. Our work directly contributes toward the goal of ensuring that our students graduate ready for the world – ready to thrive in college, career and life. LAUSD is the second largest school district in the nation with an enrollment of nearly 575,000 students. We serve an area totaling 710 square miles, with over 1,190 schools and educational centers, and we employ over 74,000 individuals, making us one of the largest employers in our city.

LAUSD Employees: Please be advised that all LAUSD employees must sign in to the GlobalProtect Virtual Private Network (VPN) in order to submit an application from an external network outside of an LAUSD location. For assistance with installing the GlobalProtect virtual network, please contact Information Technology Services at (213) 443-1300 or (213) 241-5200.

BENEFITS

Insurance: Paid premiums for your choice of several medical, dental, vision, and life insurance plans.

Retirement: Membership in the California Public Employee Retirement System (CalPERS).

Vacation: Full-time employees earn up to two weeks of paid vacation to start. Three weeks after five years of year-round paid service.

Paid Holidays: Up to 13 days.

NOTE: Positions in this job classification may be offered on an 11 month basis - salary and paid time off for 11 month positions will be adjusted accordingly.

JOB DUTIES/RESPONSIBILITIES

A Senior School Bookkeeper (Senior Financial Manager) manages and advises on District policies and procedures regarding compliance, financial matters and accounting procedures pertaining to student body funds, and other authorized collections in a secondary or adult school. A Senior Financial Manager is responsible for the financial functions of a student body finance office in a senior high school where work difficulty is increased by greater responsibility for the athletic, recreational, and social activities and by more elaborate graduation activities than take place in a middle school.

Senior School Bookkeeper (Senior Financial Manager):

- Operates the financial program of the student body in accordance with Board of Education policies and procedures.
- Supervises the function and participates in the operation of the student body finance office, the student store, and the confection and healthy food sales programs, including ordering, selling, displaying, and inventorying.
- Technically supervises clerical employees and/or student helpers who assist in operating the student store.
- Accounts for all cash collections at the school, and banks such collections or prepares them for pickup.
- Establishes and maintains accounting procedures related to financial aspects of student activities, such as activity cards, paid admissions, school publications, student organization collections, and class and office sales accounts.
- Interprets regulations governing student body financial policies, the Imprest Account, and tax changes; and acts as financial advisor to the student council and principal on student body matters.

NOTE: This is not an exhaustive list of the responsibilities of this position. For a comprehensive list of duties performed in these classifications, please visit <https://bit.ly/4vflaem>

MINIMUM REQUIREMENTS

EDUCATION

Graduation from a recognized college or university, including or supplemented by the successful completion of college-level courses in introductory principles of financial accounting, managerial accounting, or equivalent. Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis, provided that the requirement of college-level courses in introductory principles of financial accounting, managerial accounting or equivalent is met.

EXPERIENCE

One year of experience as a Financial Manager; or two years of professional accounting, bookkeeping, or technical-clerical accounting experience; or two years of experience as an adult assistant employee in a student body finance office.

SPECIAL

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

SPECIAL NOTE

An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

DESIRABLE QUALIFICATIONS

Ideal candidates for Senior School Bookkeeper (Senior Financial Manager) will possess the following:

- The ability to technically supervise and coordinate the work of students assisting in a student body activity.
- The ability to conduct business and maintain favorable relations with vendors.
- Knowledge of accounting and payroll practices and procedures.
- Knowledge of budget procedures.
- The ability to exercise independent judgment and apply sound business practices to student body financial activities.
- The ability to operate office computer, calculator, and other office machines.
- Knowledge of sales, withholding, and federal and State employment tax regulations.
- The ability to establish and maintain effective relations with students and school employees.

EMPLOYMENT SELECTION PROCESS

The employment selection process for Senior School Bookkeeper (Senior Financial Manager) may consist of a computerized multiple-choice assessment, a scored questionnaire, and other test parts as needed.

TESTING PROCESS

- You will be invited to take these assessments online and testing will be conducted remotely and all applications will be required to submit a Candidate Confidentiality Form prior to testing. Failure to submit these forms before the given deadline will result in the withdrawal of your application from the selection process.
- Your test scores from these assessments will be banked and used for final calculation.
- You must receive **PASSING SCORES** on all **TEST MODULES**, for all the assessments, to remain in the selection process.
- Candidates who receive a failing score on any test module will **NOT** be eligible to move forward in the selection process.

- The scored questionnaire may be worth 100% of a candidate's overall score and will be used to rank order candidates on the resulting eligibility list.
- If you are successful on all the assessments and meet the minimum education and experience requirement, you will be added to the eligibility list provided you submit necessary documentation when requested during the recruitment process.

Please be sure to include correspondence from @lausd.net and @successfactors.com as approved senders so that messages aren't accidentally placed into your spam/junk e-mail folder.

APPLICATION PROCESS

To apply, click the "Apply" button at the top right corner of this page and log into the application management system; then, (1) click on each of the dropdown tabs and complete the requested information; and (2) submit your application by clicking on the "Apply" button at the bottom of the page to complete the application process, or click "Save" to save your application to complete at a later date.

DO YOU NEED TECHNICAL ASSISTANCE WITH THE ON-LINE APPLICATION?

Email us at helpmeapply@lausd.net

To find out whether the application deadline has been extended, visit the website at: <http://www.lausdjobs.org>

The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion. Reasonable accommodations in completing an application and testing are available to individuals with disabilities. Please call (213) 241-3455 for more information.

ADDITIONAL POSTING INFORMATION

Selection and promotion are based on a competitive employment assessment process. Candidates who pass all parts of the assessment process are placed on a hiring (eligibility) list based on their assessment score. Hiring departments may make job offers to

candidates on the top three ranks of the hiring list. Eligibility typically lasts for 12 months. The hiring list resulting from this assessment process may be used to fill open positions in related job classifications.

The Los Angeles Unified School District is committed to providing a working and learning environment free from discrimination, harassment, intimidation, abusive conduct, or bullying. The District prohibits discrimination, harassment, intimidation, abusive conduct or bullying based on actual or perceived race or ethnicity, gender/sex (including gender identity, gender expression, pregnancy, childbirth, breastfeeding/lactation status and related medical conditions), sexual orientation, religion, color, national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code), ancestry, immigration status, physical or mental disability (including clinical depression and bipolar disorder, HIV/AIDS, hepatitis, epilepsy, seizure disorder, diabetes, multiple sclerosis, and heart disease), medical condition (cancer related and genetic characteristics), military and veteran status, marital status, registered domestic partner status, age (40 and above), genetic information, political belief or affiliation (unless union related), a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance. For inquiries or complaints contact our Equal Opportunity Section, (213) 241-7685.

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